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Security Records & Communications Division

Office of Security

I. Purpose and Mission:

The Security Records & Communications Division provides current and long-range support to the Office of Security through the effective development, management, utilization and protection of security records including records research as well as records management and ADP programs for Office of Security components; maintains complete and current records and indices of security information on personnel and organizations of interest to the Agency; maintains liaison with other government agencies for the release of personnel security information; and initiates records processing on all overt and covert clearance and operational support requests. Maintains a master index of persons throughout both the intelligence community and private industry who have been approved for access to certain sensitive intelligence gathering projects and resultant products. This index also records personnel of the CIA and the Executive Office of the President who hold Special Intelligence, Q, and Cryptographic clearances. Provides a central registry for the Office of Security to receive, sort and distribute incoming correspondence and to dispatch all outgoing correspondence; operates a courier system for the Office of Security within the Headquarters area and between the Office of Security and other U.S. Government agencies; operates a teletype communications system between Headquarters and the [redacted] field offices; operates the Office of Security reference library and controls all Top Secret material within the Office of Security.

25X1A6a

GROUP 1
Excluded from automatic downgrading and

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II. Personnel:

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A. SR&CD has an authorized T/O of [redacted], consisting of [redacted] clerical FOIAb3b and [redacted] professional employees, assigned as follows:

1. Office of the Chief (3)

2. Records Branch [redacted] FOIAb3b

a. Office of the Chief (4)

b. Case Analysis Section [redacted] FOIAb3b

c. Communications Section [redacted]

d. Reference Service Section [redacted] FOIAb3b

(1) Office of the Chief (3)

(2) Indices Unit [redacted] FOIAb3b

(3) Files Unit ([redacted]

(4) Processing Unit [redacted] FOIAb3b

3. Compartmented Information Branch [redacted] FOIAb3b

III. Pertinent Statistics: (Most of the figures below are taken from our 1965 fiscal year reports.)

A. SR&CD houses 400,000 dossiers with a growth rate of approximately 45,000 each year. An additional 75,000 dossiers have been retired to the Records Center, [redacted] 25X1A6a

B. New case processing, FY 65.

Covert	- 23,090
Overt	- 8,875
Overt Miscellaneous	- 13,452
Total	- 45,417

C. 480,222 names were searched through the Index.

D. 135,232 names were added to the Index, consisting of new cases processed and reference index cards.

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E. 302,588 files were pulled in connection with total office activity.

F. 264,994 pieces of correspondence were filed into dossiers.

G. 16,750 dossiers were retired to the Records Center during FY 65. This represents 160 linear feet of filing space.

H. 5,302 TWX's were received from OS field offices. 5,704 TWX's were transmitted by Headquarters to the field offices.

I. 13,837 cases were handled by our Case Analysis Section resulting in the preparation of 3,731 summaries. (Covert - 7,348; Overt - 6,489)

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Positive results included 972 summaries; 425 documents; 910 (201) files furnished to requestors.

K. 62,367 names were received from other Government agencies for a check of our records. Positive results included:

1. Overt files reviewed by other Agencies, 2,937
2. Blind memoranda from covert files, 987
3. Other positive results (Reference material and RID checks) 4,092

L. 238 Top Secret transactions were handled by the TS Control Officer.

M. Compartmented Information Branch: (General Information and Statistics)

The Compartmented Information Branch is currently responsible for maintaining records of nineteen separate compartmented security access approvals. 16 of these are on a world wide (Intelligence Community Basis); *3 are for only the Agency plus those non-USIB Agencies where CIA is responsible for granting access approval. (Such as Presidential White House Staffs, Bureau of the Budget, Special White House Panels, etc.)

through a special security cable link to authorized TCC's and BCC's.

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Nineteen separate computer runs of special clearances are supplied select users in the Community, both alphabetical and organizational. A master alphabetical and organizational run is sent to the Agency's Record Center on a monthly bases. (The old copies being destroyed each month.)

CIB polices the policy of the [redacted] systems regarding need 25X1A2d1 25X1A2d1 to know and supplies raw data for quarterly White House reports on [redacted] 25X1A2d1 billets.

CIB coordinates within the Intelligence Community on accuracy of records, reporting procedures and clearance requests.

Conducts briefings on all clearances as may be required on all clearances plus the international clearances SEATO, CENTO, [redacted] 25X1A2d1 25X1A2d1 [redacted] and records same. (The S.C.C.V/control officer prepares computer runs, not CIB.)

IV. Index Conversion Project:

A. SR&CD is in the process of converting the Security Office index to machine language for the purpose of conducting index searches by computer. This effort is a joint project with the Office of Computer Services who supplies technical advice, the computer, and related hardware. The SR&CD index contains approximately 1,650,000 records, has employed 30/34 contract employees to accomplish key-punching and related 25X1A6a clerical work. Nineteen contract employees currently work at [redacted] 25X1A6a [redacted] twelve at Langley. The target date for completion of this project 25X1A6a is July 1966. Negotiations have been effected to move the [redacted] group to the Magazine Building at Rosslyn in view of plans to demolish 25X1A6a [redacted]

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